

Melksham Shadow Community Operations Board
Christie Miller Sports Centre, Melksham
19:00 Monday 26th September 2011

Meeting notes and actions

Present: Cllr Roy While, Cllr Pam Wiltshire, Sarah Todhunter, George Roberts, Colin Goodhind, Graham Ellis (Virtually using Skype), Lucy Murray-Brown, Ros Griffiths (Wiltshire Council) Stephen Clark, Brian Warwick (late with previously given apologies)

Apologies: None received

Agenda item	Notes	Actions
1. Welcome, introductions and apologies	a) Ros welcomed as a non-executive member b) Nomination of Mrs Bev Martin discussed, Roy to respond.	
2. Notes of the previous Meeting	a) The notes were agreed as a correct record of the meeting b) Non-disclosure document to be emailed and signed and returned at the next meeting c) Melksham House: users have been reassured that there is a secure future for the next 12 months	Document to be emailed, signed and returned
3. Project timeline	a) An indicative timeline was shared and would be available on a Gant chart shortly	
4. Principles – design, travel and equalities	The initial design principles from Corsham Area were shared as an example. The initial thoughts of the meeting were: <ul style="list-style-type: none"> • Providing overarching community support (rather than single activity) • To be as inclusive as possible • To be accessible to all. • Value for money • Facility for Melksham and surrounding villages • Transport issues to be removed • Welcoming environment Corsham campus equality document shared, along with travel principles.	Colin to bring feedback form website to next meeting. Key design principles to be main agenda item of next meeting
5. Communications	An example document was shared from the Corsham area. Colin proposed using a community partnership website to communicate information. It was agreed to minute that the tree work adjacent to the cemetery is not linked to the Community Campus	To be discussed at next meeting
6. Any other business	a) A discussion about sharing good practice with other SCOB's was discussed with a decision postponed. b) The issue about ensuring efficient access and considering future options was discussed	
7. Next Meeting	a) 12/10/11 at Melksham Oak 6.00pm (Graham may be delayed)	